



FleetFocus™ M5

Basic Application

Navigation Manual

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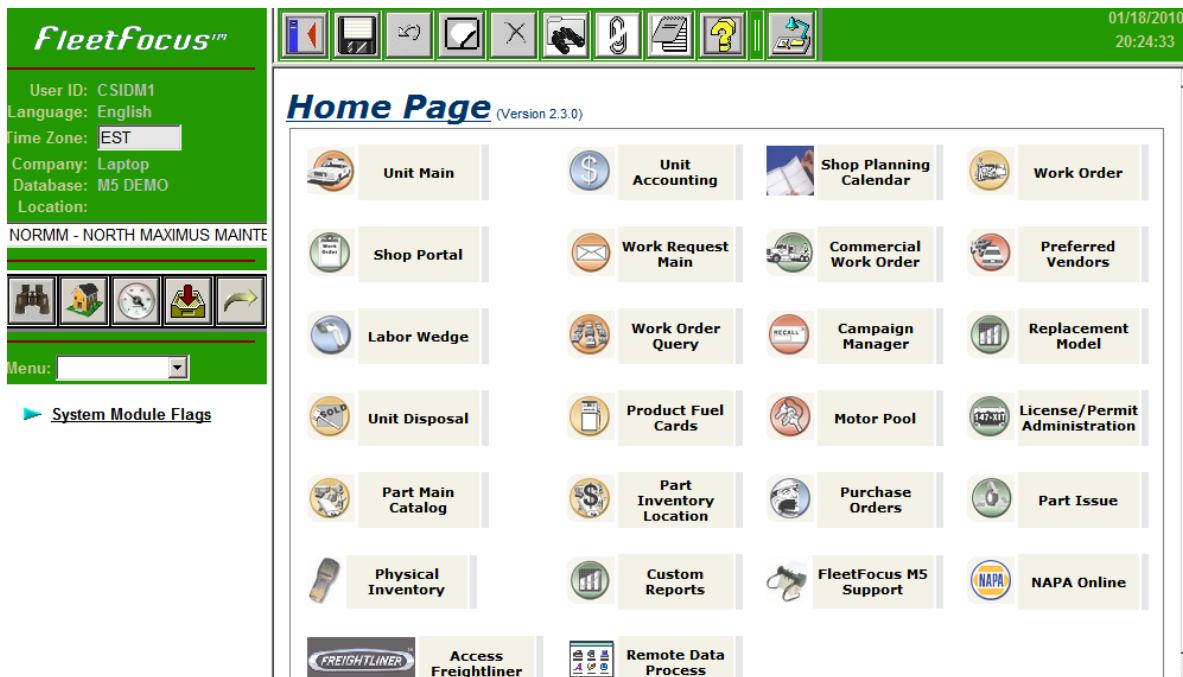
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M5 General Navigation



M5 is a web-based program with many of the same navigation characteristics of the Internet such as button bars, hyperlinks, icons, drop down menus, frames, and scroll bars.

The main home page of M5 is called the Portal. The Fleet Administration System Administrator can customize the portal to contain icons to pages within M5 but also to other applications or web sites available to the user.

The main screen of M5 is divided into three areas separated by gray frame bars:

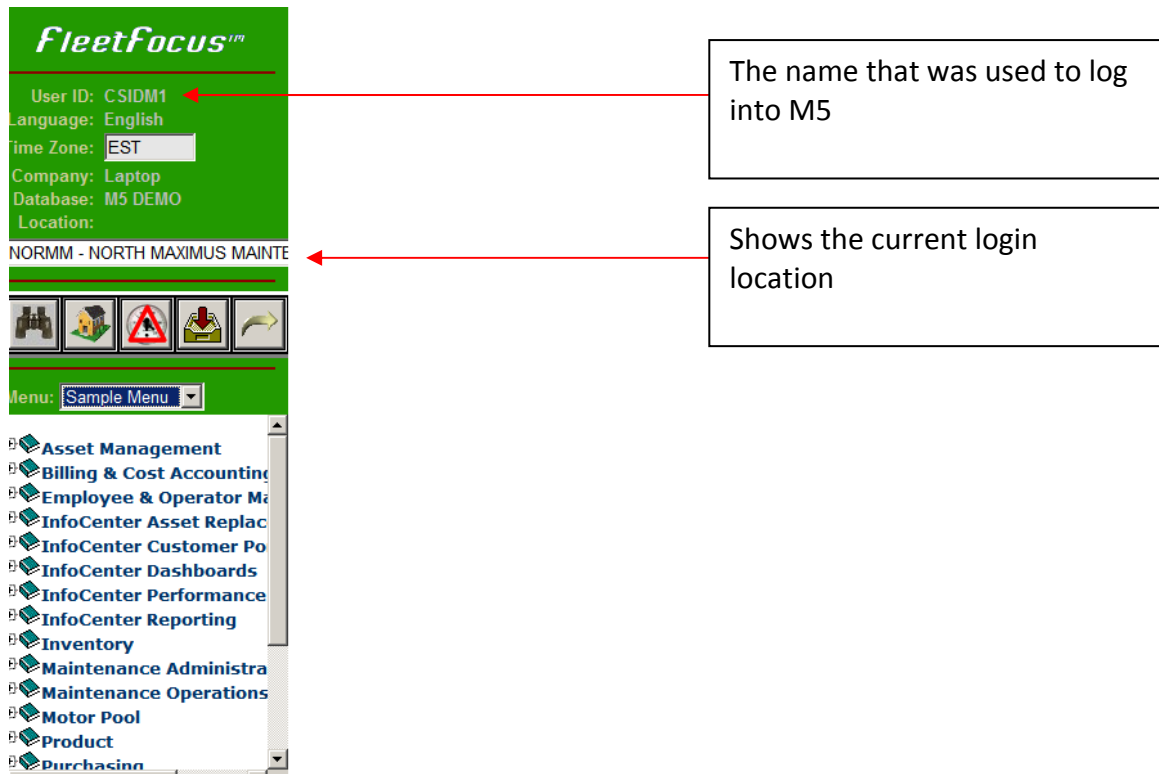
Menu Bar: located in the left side of the main M5 screen.

Button Bar: located at the top of the main M5 screen. It contains 9 icons that are used within the application.

Application Area: the individual frames used to input information on.

Menu Bar

The menu bar is located on the left side of the main M5 screen.



There are also four individual icons in the middle of the menu bar:



Binoculars – allows the user to search the entirety of the M5 system for a specific frame.



House – allows quick navigation back to the M5 home page.

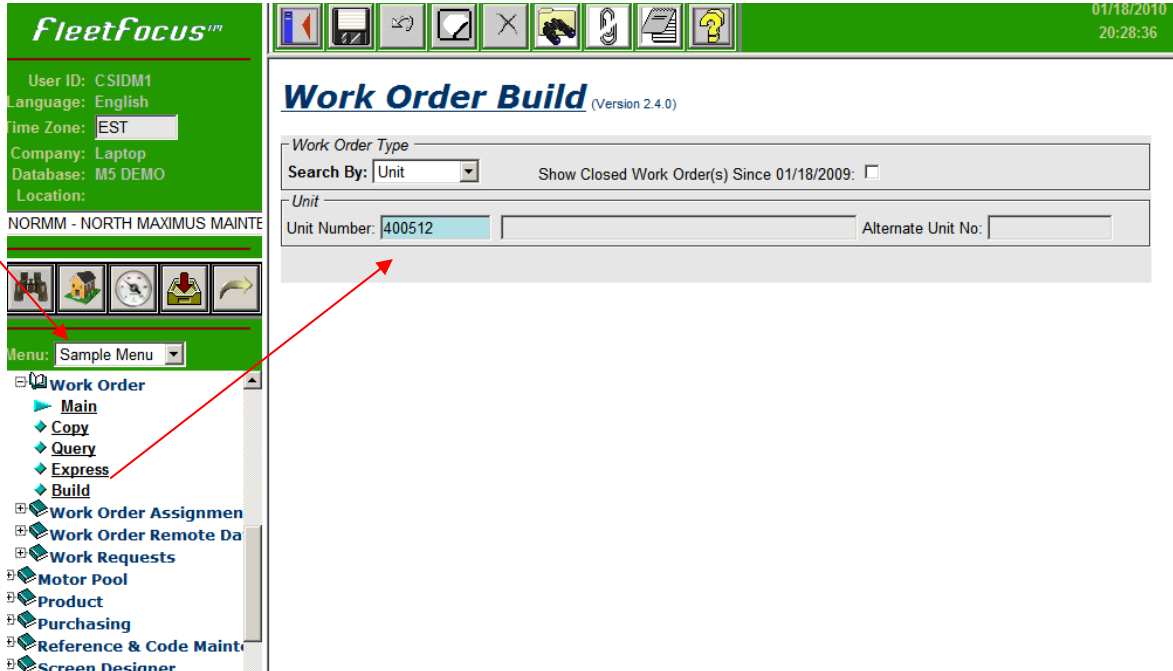


In Tray – allows the user to look at scheduled M5 reports.



Right Arrow – used to open a new frame in a separate window.

Menu Drop Down Box



Next is the menu drop down box. The default menu for the user logged in will appear in this area. If the user id is assigned multiple menus, click on the down arrow to make another selection.

Below the Menu Drop Down Box is the list of menu folders available for the log in user's default menu. The menu folders have a plus sign to the left of a blue closed book and the title appears to the right.

Menu Item Selections

To open a menu folder, click on the plus sign. The blue book is now opened and a list of menu items appears below. The plus sign changes to a negative sign (-) when a menu folder has been opened.

When a menu item is selected with a blue diamond shape to the left of its name, the system will open the frame for that selection. The icon to the left of the item selected will turn to a blue arrow pointing to the right.

When a menu item is selected with a paper shape to the left of its name, the system will open a report frame. The icon to the left of the item selected will turn to a blue arrow pointing to the right.

Open menu folders can be closed by clicking on the negative sign (-) in front of the open book icon.

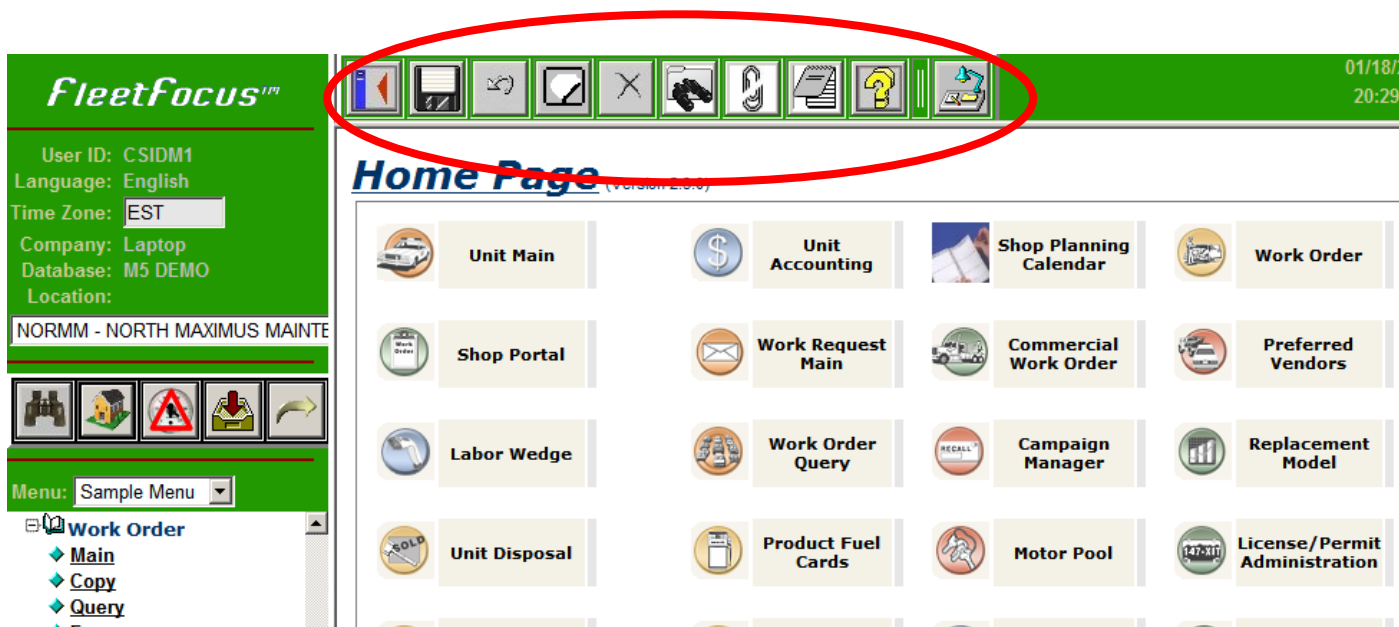
Adjusting The Menu Size

The size of the menu area can be adjusting by placing the mouse pointer on the gray left frame between the menu area and the application area. When the mouse pointer turns to a two headed arrow, drag the frame side to the left or right to decrease or increase the menu area.

If the menu bar becomes so narrow, the system can not display all the menu folders in the space provided, a vertical scroll bar will appear.

The distance between the Menu Drop Down Box and the Menu Item Selections can be adjusted by using the mouse pointer to point to the line between the areas and dragging the mouse pointer up or down.

Button Bar



There are 9 individual icons located on the button bar:



Book with Arrow – allows the user to hide or show the menu on the left side of the screen. This can be used on any frame within the M5 system.



Diskette – used to save information to the database.



Left Curved Arrow – (last undo) allows user to undo the last unsaved actions.



Wiper – allows user to undo all unsaved actions



Large X (Delete) – when the x is highlighted red, it can be used to remove the current item in a particular informational field.



Folder with Binoculars – when the folder is highlighted yellow, there is

an associated data table with a list of values to select from.



Paper Clip – when the paper clip is *not* broken, it is used to attach additional data to an application frame.



Note Pad – when the notepad is highlighted blue, it can be used to write or update notes associated with an application frame.



Yellow Question Mark – online help is provided based on the current application frame that the user is operating on.



Desk with Lamp – allows the user to edit the look of their personal home page i.e. add icons for frequently used frames.

System Date/Time

To the right of the button bar is the M5 data base server current date and time.

Home Page

The home page contains icons which provide quick access to the most frequently used menu items on the menu area. A list of these menu items are also available by pointing on the gray area to the left of the top section of the menu area. A gray box slides opens which lists the available menu item selections.



M5 Application Area

Unit Main

(Version 2.4.0)

Unit Information			
Unit:	400512	Add New	1993 CHEVROLET C1500
Description:		Status:	Active Unit
Alternate Unit No.:		More Unit Information	
<div>All Asset/Codes Dept/Locations Class Meter/Accounting License/Notes GPS Location</div>			
Year / Manufacturer / Make / Model			
1993	GENERAL MOTORS CORP	CHEVROLET	C1500
Unit Codes			
Serial Number:	1GCEC14H7PZ257553		
MCC:	HB	TRUCK, FULL SIZE PICKUP	
Activity:	1403	PARKS/RIVERFRONT	
Tech Spec Number:	93013UL	TRUCK, 1/2T PICKUP 4X2	
Asset Category:	HB01	TRUCK, 1/2T PICKUP 4X2	
Asset Class:			
Billing:	123	FLEET OWNED USER BILLED	LEASED 01/10/2003
Attachment			
Serial Number:			

In all the M5 application frames, the TAB key is used to move from field to field.

The default for dates are MM/DD/YYYY and the default format for time is Time is entered as 24-hour clock and HH:MM:SS. However, each client may determine the format of dates and times through changes in the MASK MAINTENANCE frame.

Data changes in an application frame are saved when the SAVE button is pushed.

Use of the vertical and horizontal scroll bars may be necessary to see all the data on an application frame.

The Unit Main Frame will be used to discuss the more common navigation techniques used in M5.

The Unit Main Frame is the primary source of data about a unit. If the unit number is known, just key the unit number in the unit field and press TAB. The system will fill in all the information that has been entered into M5 for this unit.

If this is the wrong unit number or information is needed about another unit, just click the unit number enter, press the BACKSPACE key - then re-enter the next number.



If the unit number is not known, use the List of Values icon to search for and select a valid unit number.

Tab Sections

Many application frames have tab sections. These are used to group similar information together. To move from one tab section to another - just click on the tab section to be viewed.

Unit Main (Version 2.4.0)

Unit Information	
Unit: 400512	Add New
1993 CHEVROLET C1500	
Description:	Status: Active Unit
Alternate Unit No.:	More Unit Information

All	Asset/Codes	Dept/Locations	Class	Meter/Accounting	License/Notes	GPS Location
-----	-------------	----------------	-------	------------------	---------------	--------------

Year / Manufacturer / Make / Model			
1993	GENERAL MOTORS CORP	CHEVROLET	C1500

Unit Codes	
Serial Number:	1GCEC14H7P2257553
MCC:	HB TRUCK, FULL SIZE PICKUP
Activity:	1403 PARKS/RIVERFRONT
Tech Spec Number:	93013UL TRUCK, 1/2T PICKUP 4X2
Asset Category:	HB01 TRUCK, 1/2T PICKUP 4X2
Asset Class:	
Billing:	123 FLEET OWNED USER BILLED LEASED 01/10/2003

Attachment	
Serial Number:	

To see all the tabbed sections at once, click on the All Tab - all tabs mode - to the left of the first tab section as shown in the second example.

Unit Main (Version 2.4.0)

Unit Information	
Unit: 400512	Add New
1993 CHEVROLET C1500	
Description:	Status: Active Unit
Alternate Unit No.:	More Unit Information

All	Asset/Codes	Dept/Locations	Class	Meter/Accounting	License/Notes	GPS Location
-----	-------------	----------------	-------	------------------	---------------	--------------

Year / Manufacturer / Make / Model			
1993	GENERAL MOTORS CORP	CHEVROLET	C1500

Unit Codes	
Serial Number:	1GCEC14H7P2257553
MCC:	HB TRUCK, FULL SIZE PICKUP
Activity:	1403 PARKS/RIVERFRONT
Tech Spec Number:	93013UL TRUCK, 1/2T PICKUP 4X2
Asset Category:	HB01 TRUCK, 1/2T PICKUP 4X2
Asset Class:	
Billing:	123 FLEET OWNED USER BILLED LEASED 01/10/2003

Attachment	
Serial Number:	

Hyperlinks

On some frames, there is additional information in a separate application frame that pertains to the frame displayed that is accessed directly through hyperlinks. On this frame, there are several hyperlinks. Hyperlinks are identified by blue text that is underlined. To access this information, click on the hyperlink. For this example, the Unit Item hyperlink was selected.

The data accessed through a hyperlink, opens as a new application window. Since this frame was opened from unit main, the system puts the current unit number in the unit number field. **This is important --- press the TAB button in order to see the information for this unit.** After viewing the data, click the X at the top of the application frame, to close this frame and return back to unit main.

Unit Main (Version 2.4.0)

Unit Information

Unit: 400512 Add New 1993 CHEVROLET C1500

Description: Status: Active Unit

Alternate Unit No.: More Unit Information

All Asset/Codes Dept/Locations Class Meter/Accounting License/Notes GPS Location

Year / Manufacturer / Make / Model

1993 GENERAL MOTORS CORP CHEVROLET C1500

Unit Codes

Serial Number: 1GCEC14H7PZ257553

MCC: HB TRUCK, FULL SIZE PICKUP

Activity: 1403 PARKS/RIVERFRONT

Tech Spec Number: 93013UL TRUCK, 1/2T PICKUP 4X2

Asset Category: HB01 TRUCK, 1/2T PICKUP 4X2

Asset Class:

Billing: 123 FLEET OWNED USER BILLED LEASED 01/10/2003

Attachment

Serial Number:

Unit Main (Version 2.4.0)

Unit Information

Unit: 400512 Add New 1993 CHEVROLET C1500

Description: Status: Active Unit

Alternate Unit No.:

All Asset/Codes Dept/Locations Class Meter/Accounting License/Notes GPS Location

Year / Manufacturer / Make / Model

1993 GENERAL MOTORS CORP CHEVROLET C1500

Unit Codes

Serial Number: 1GCEC14H7PZ257553

MCC: HB TRUCK, FULL SIZE PICKUP

Activity: 1403 PARKS/RIVERFRONT

Tech Spec Number: 93013UL TRUCK, 1/2T PICKUP 4X2

Asset Category: HB01 TRUCK, 1/2T PICKUP 4X2

Asset Class:

More Unit Information links

- Assoc Unit / Component
- Installed Serialized Parts
- Product Setup Unit
- Standard Job Schedule
- Tech Spec Assoc Setup
- Tech Spec Items
- Unit Accounting
- Unit Disposal
- Unit History Query
- Unit Assignment History
- Unit Items
- Unit Performance
- Warranty Unit Setup
- License Renewal

Go To Frames

On some frames, when you select a field to enter data into, you will see the Go To Button appear to the right of the Help icon. This enables you to go directly to the frame without navigating through the menu system. If you click on the go to button, you are directed to the frame indicated. Here you can look up additional information or create/modify data if you have the proper security. In this example, the cursor is in the tech spec field so the Go Tech Spec Main frame is displayed. To access the Tech Spec Main frame, click on the go to frame button.

The frame opens as a new application window. Since this frame was opened from unit main, the system puts the current unit number in the unit number field. **This is important --- press the TAB button in order to see the information for this unit.** After viewing the data, click the X at the top of the application frame, to close this frame and return back to unit main.

The screenshot displays two overlapping application windows from the AssetWORKS software. The top window is titled "Unit Main (Version 2.4.0)". It features a toolbar with various icons and a "Go MCC Main" button. The main content area includes a "Unit Information" section with fields for Unit (400512), Description, Alternate Unit No., and Status (Active Unit). Below this is a tabbed interface with tabs for All, Asset/Codes, Dept/Locations, Class, Meter/Accounting, License/Notes, and GPS Location. The "All" tab is selected, showing a "Year / Manufacturer / Make / Model" section with fields for Year (1993), Manufacturer (GENERAL MOTORS CORP), Make (CHEVROLET), and Model (C1500). The "Unit Codes" section contains fields for Serial Number (1GCEC14H7PZ257553), MCC (HB), Activity (1403), Tech Spec Number (93013UL), Asset Category (HB01), and Asset Class. The bottom window is titled "MCC Main (Version 2.4.0)". It has a "Maintenance Class Code" section with fields for Code (HB), Description (TRUCK, FULL SIZE PICKUP), and Disabled (No). Below this is a "Monthly Expected Usage" section with a table for recording usage. The table has columns for Type, Min Usage, Max Usage, and Length. The first row shows "First" usage with a dropdown set to "Mile", Min Usage of 50, Max Usage of 3000, and Length of 6. The second row shows "Second" usage with a dropdown set to "0", Min Usage of 0, and Length of 0. At the bottom is a "Season" section with fields for Season Code, Description, Season Start, and Season End.

Type	Min Usage	Max Usage	Length
First: Mile	50	3000	6
Second: 0	0		0

On-line Help



On-line help is available from most frames in M5. The help is context -sensitive. This means when the mouse pointer clicks on the yellow question mark on the button bar, the system returns help for the frame being displayed in a separate window. To close the window, click on the X on the right top corner of the window.

For additional help, click on the Show hyperlink on the help frame. This allows for additional search capabilities as shown in the second example.

[Show](#)

Unit Main

Units are defined in FleetFocus M5 as those assets that require maintenance tracking. Units need not be strictly vehicles but can be compressors, radios, or anything the user defines as an asset to be managed.

All units require a [Maintenance Class Code](#), [Billing Code](#), [Owning and Using Departments](#) and [Technical Specification](#). Other information can be added to the unit but not all fields are mandatory.

To add a unit on Unit Main:

- Open up the Unit Main screen.
- Enter in the Unit number.
- The system will prompt if you would like to create the new unit. Click on the Create button.
- Enter in a description.
- Enter in an alternate unit number if applicable.

Under the Asset Codes Tab:

- Unit Codes section:
 - Enter in the Serial number of the unit

The screenshot shows the FleetFocus M5 application interface. At the top is a menu bar with File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a toolbar with icons for home, back, forward, and search. A search bar is located on the right side of the toolbar. The main content area is divided into two panes. The left pane is a tree view showing the application's structure, with 'Unit Main' selected. The right pane displays the 'Unit Main' help content, which includes a title, a description of units, a list of required fields, and a list of steps to add a unit. The help content is identical to the one shown in the previous block.

List of Values



If not all the valid data is known when entering a field on a frame clicking on the folder with the binocular icon - list of values button, permits searching for a valid list of items. It provides the ability to select information based on additional criteria. In the example, the first 3 digits of the unit number is known 400 -- but clicking on the List of Values Button, a list of units that matches that criteria is displayed. In addition, each column header in the last list returned can be sorted by clicking on the heading title. To select a unit for the unit main frame, just double click on the row and the unit number will be filled in on the unit main frame.



Additional operators can be used, for example:

- %4 Find all codes that end with 4
- 4% Find all codes that begin with 4
- 4 Find all codes that contain 4 (same as %4%)
- 4= or =4 Find code that equal 4
- 4_ Use the underscore to represent a single character

Additional selections can be made to narrow down the search

Search *Unit List* (Version 2.4.0)

Advanced Search

Number:

Year:

Make:

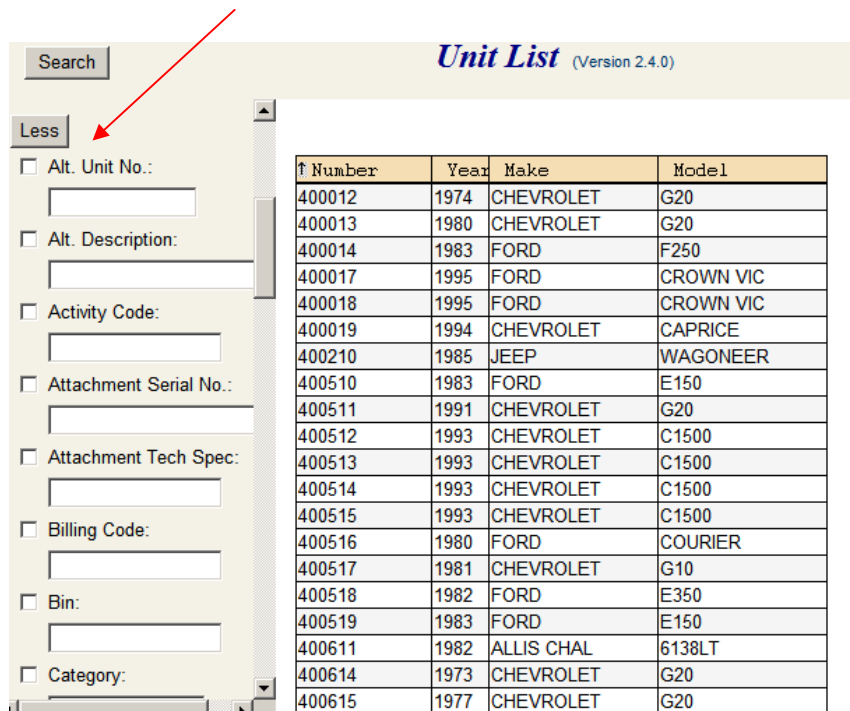
Model:

Alternate Search Screens:
[Unit by License](#)

↑ Number	Year	Make	Model
400012	1974	CHEVROLET	G20
400013	1980	CHEVROLET	G20
400014	1983	FORD	F250
400017	1995	FORD	CROWN VIC
400018	1995	FORD	CROWN VIC
400019	1994	CHEVROLET	CAPRICE
400020	1995	BUICK	CENTURY
400021	1991	FORD	BRONCO
400068	1800	UNK	00
400169	1993	GO-4	P-35
400171	1989	KAWASAKI	KZ1000
400172	1989	KAWASAKI	KZ1000
400173	1989	KAWASAKI	KZ1000
400174	1989	KAWASAKI	KZ1000
400175	1989	KAWASAKI	KZ1000
400176	1989	KAWASAKI	KZ1000
400177	1989	KAWASAKI	KZ1000
400178	1989	KAWASAKI	KZ1000
400179	1989	KAWASAKI	KZ1000
400180	1989	KAWASAKI	KZ1000

List of Values – More Button

Additional search criteria can be selected by clicking on the More button. The selections vary with each frame selected. To select a unit for the unit main frame, just double click on the row and the unit number will be filled in on the unit main frame.



Unit List (Version 2.4.0)

Search

Less

☐ Alt. Unit No.:

☐ Alt. Description:

☐ Activity Code:

☐ Attachment Serial No.:

☐ Attachment Tech Spec:

☐ Billing Code:

☐ Bin:

☐ Category:

Unit Number	Year	Make	Model
400012	1974	CHEVROLET	G20
400013	1980	CHEVROLET	G20
400014	1983	FORD	F250
400017	1995	FORD	CROWN VIC
400018	1995	FORD	CROWN VIC
400019	1994	CHEVROLET	CAPRICE
400210	1985	JEEP	WAGONEER
400510	1983	FORD	E150
400511	1991	CHEVROLET	G20
400512	1993	CHEVROLET	C1500
400513	1993	CHEVROLET	C1500
400514	1993	CHEVROLET	C1500
400515	1993	CHEVROLET	C1500
400516	1980	FORD	COURIER
400517	1981	CHEVROLET	G10
400518	1982	FORD	E350
400519	1983	FORD	E150
400611	1982	ALLIS CHAL	6138LT
400614	1973	CHEVROLET	G20
400615	1977	CHEVROLET	G20

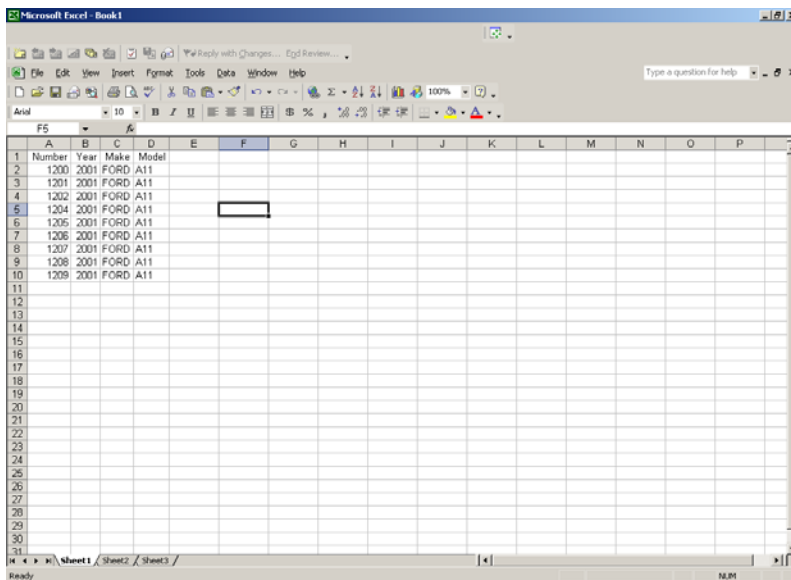
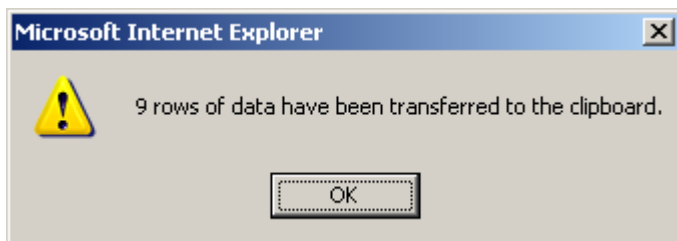
List of Values- Copy Feature



Another feature of the list of values is the ability to copy the selection displayed on the frame and paste the data in an Excel spreadsheet.

After the selection is made, click on the clipboard icon - this copies the selection to an electronic clipboard. Press the OK button.

Next open a new Excel workbook and paste the data into the spreadsheet as shown on the example.



VCR Control



There is another feature on the List of Values frame that assists in looking through individual records to see details. This is called the VCR control. Not every frame has this feature.

1. To use the VCR Control from the list of values frame, click on the VCR Control icon.

The VCR Controls opens up as a separate window on the frame called the VCR Navigation Control in the frame where the list of values button was first selected.

To see the next record in the list, click on the large right arrow

To see the last record in the list, click on the smaller right arrow

To see the previous record in the list, click on the large left arrow

To see the first record in the list, click on the smaller left arrow.

To close the VCR Navigation Control window, click on the X on the right hand side of the window.



Unit Main (Version 2.4.0)

Unit Information			
Unit:	400512	Add New	1993 CHEVROLET C1500
Description:		Status:	Active Unit
Alternate Unit No.:		More Unit Information	
<div>All Asset/Codes Dept/Locations Class Meter/Accounting License/Notes GPS Location</div>			
Year / Manufacturer / Make / Model			
1993	GENERAL MOTORS CORP	CHEVROLET	C1500
Unit Codes			
Serial Number:	1GCEC14H7PZ257553		
MCC:	HB	TRUCK, FULL SIZE PICKUP	
Activity:	1403	PARKS/RIVERFRONT	
Tech Spec Number:	93013UL	TRUCK, 1/2T PICKUP 4X2	
Asset Category:	HB01	TRUCK, 1/2T PICKUP 4X2	
Asset Class:			

Screen Tips

On many frames, such as the Work Request Query, all the descriptive information will not fit on the frame. If the mouse pointer is hovered over an item such as the 06-PM-PMT code - the system displays that as a Perform "T" Transmission Service.

Work Request Query (Version 2.4.0)

Selection Criteria

Location:		Job Code:	
Unit:		System Code:	
User Dept.:		Job Reason:	
Owner Dept.:		Shift:	
MCC:		Campaign:	Priorit
Tech Spec.:		Due Within:	365 Days
Work Req No.:		Work Order:	Unassigned
Resource Type:		Employee:	All

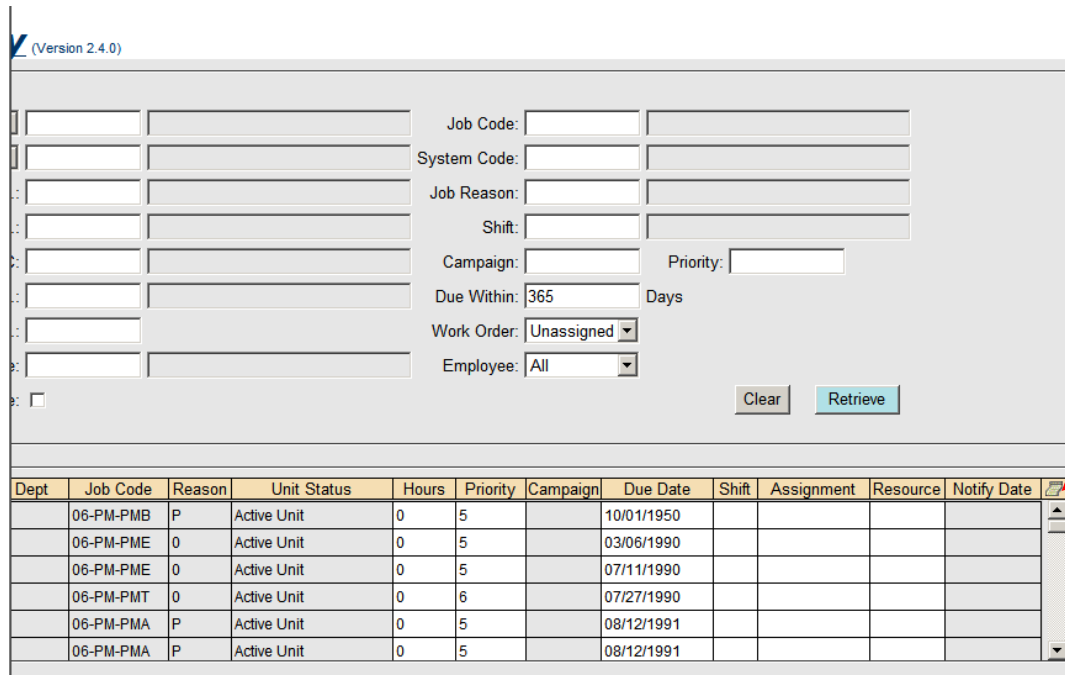
Show Only Next Occurrence: ☐

Query Results (Loaded 1001 records)

Unit	Work Order	Loc	User Dept	Job Code	Reason	Unit Status	Hours	Priority	Campaign	Due Date
402393		NORMM	5101	06-PM-PMB	P	Active Unit	0	5		10/01/1950
400445		NORMM	4310	06-PM-PME	0	Active Unit	0	5		03/06/1990
400682		NORMM	NORTH MAXIMUS MAINTENANCE	E	0	Active Unit	0	5		07/11/1990
401981		NORMM	14002	06-PM-PMT	0	Active Unit	0	6		07/27/1990

I-Frame Printing

On many frames, such as the Work Request Query, there is a print icon at the right side of the I-frame. To print the contents of the query results, click on the print icon. A Dialog window opens. Choose to copy the information to a clipboard or print.



(Version 2.4.0)

Job Code: System Code:
Job Reason: Shift:
Campaign: Priority:
Due Within: Days
Work Order: Employee:

Dept	Job Code	Reason	Unit Status	Hours	Priority	Campaign	Due Date	Shift	Assignment	Resource	Notify Date
	06-PM-PMB	P	Active Unit	0	5		10/01/1950				
	06-PM-PME	0	Active Unit	0	5		03/06/1990				
	06-PM-PME	0	Active Unit	0	5		07/11/1990				
	06-PM-PMT	0	Active Unit	0	6		07/27/1990				
	06-PM-PMA	P	Active Unit	0	5		08/12/1991				
	06-PM-PMA	P	Active Unit	0	5		08/12/1991				

A Dialog window opens. Choose to copy the information to a clipboard or print by clicking on the appropriate icon.

